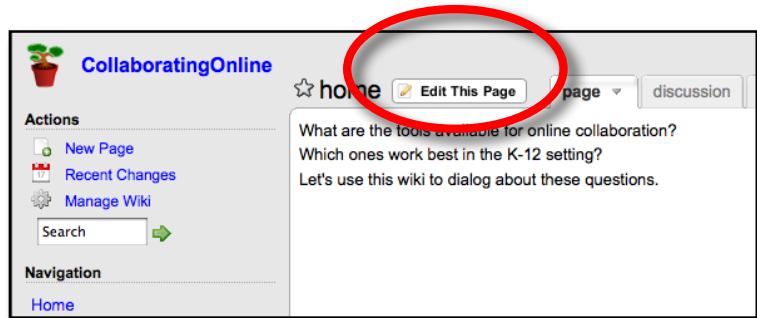


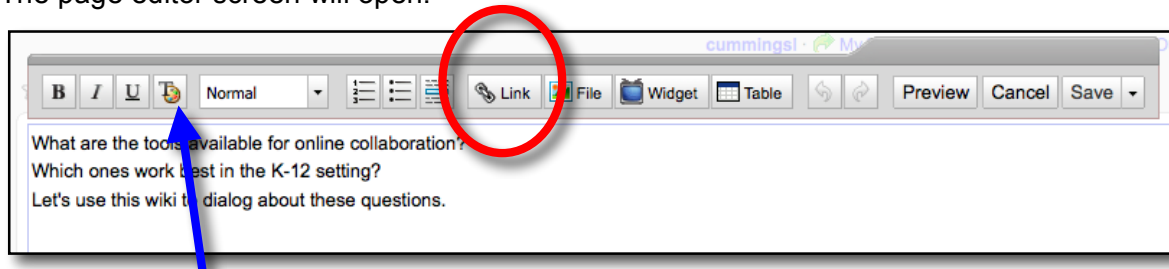
Wikispaces Quick Start Guide

Editing a Page

1. Click on the **Edit This Page** button.

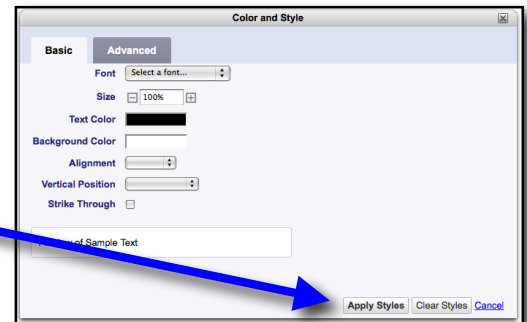


2. The page editor screen will open.

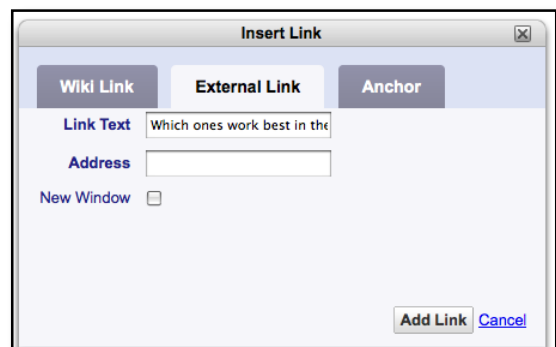
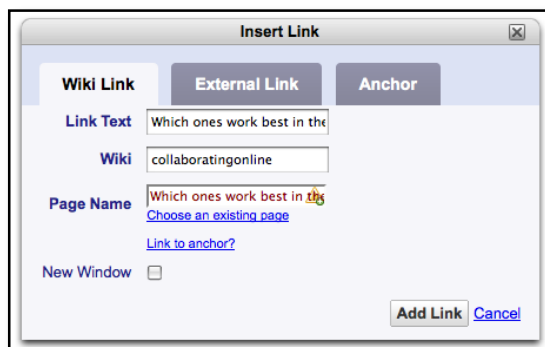


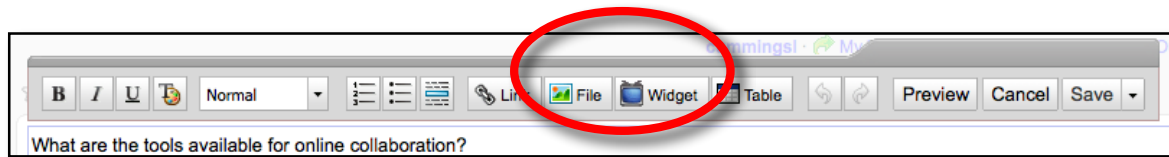
3. Clicking the **T icon** will open a dialog box that lets you select the type of font, alignment, color for the font and a few other things.

- a. Make your desired selections and click **Apply Styles**.



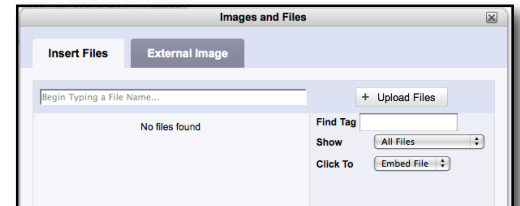
4. The **Link button** can be used to create another page in your wiki or link to an external website. (Highlight the text or select the image you want users to click to activate the link prior to clicking the **Link button**.)
 - a. Fill in the requested information and then click **Add Link**.



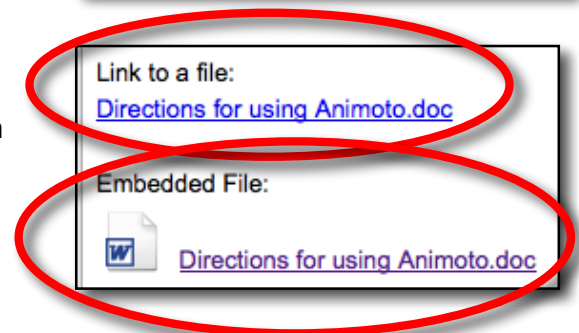


5. The **File** button can be used to upload files to your wiki.
Pictures (Jpegs, Gifs, Bitmaps etc.) and movies will appear as an actual image on the wiki, while PDF's, Word documents, PowerPoints and Spreadsheets will appear as a link on your wiki page. You can do very basic editing to pictures. You can only make them smaller or align them to the left, middle or right.

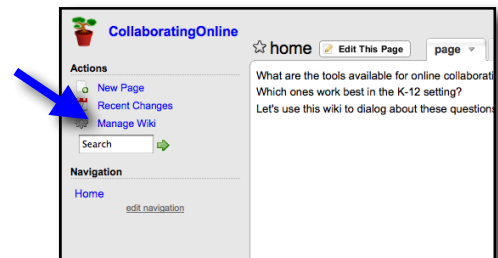
6. Once you click the File button, a dialog box will open where you can choose an existing file or click the **Upload Files** button to add a new file.



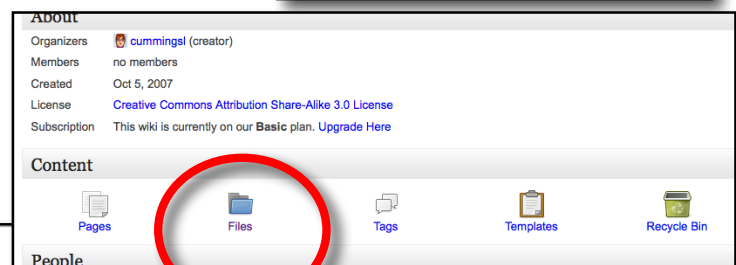
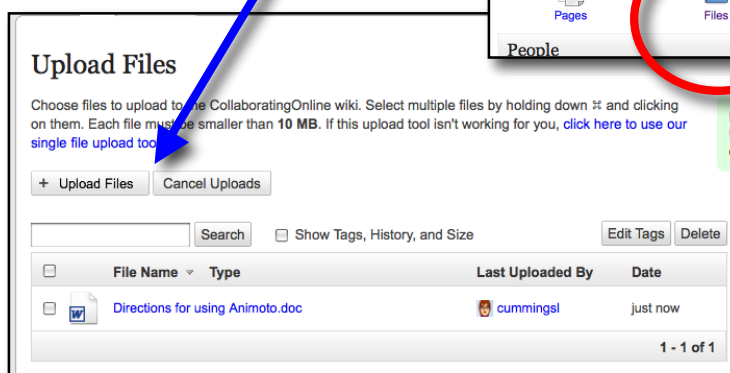
- a. Under the **Click To** menu you can choose to Embed File or Link to File.
 i. The link will look different depending on the choice you make.
See image to the right.



- b. **Note:** If you are getting error messages when uploading files from the **File** button, you will need to click on **Manage Wiki** and use a different method.



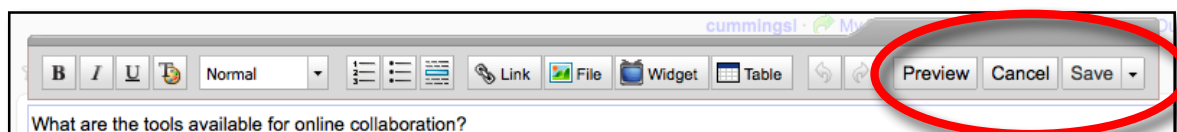
- c. Once you are in the **Manage Wiki** area, click **Files** and **Upload** your files from that view.



Once your files are uploaded you can go back to your wiki page and use the **File** button to provide a link to the files you want to share.

7. The **Widget button** can be used to link to other Web 2.0 resources.

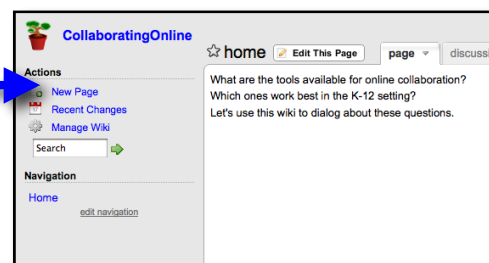
- a. Click on some of the options and explore how they work.



8. Click on **Preview** to see the new appearance of your wiki page. Click on **Save** to keep the changes.

Adding a New Page

1. Click on the link **New Page**.

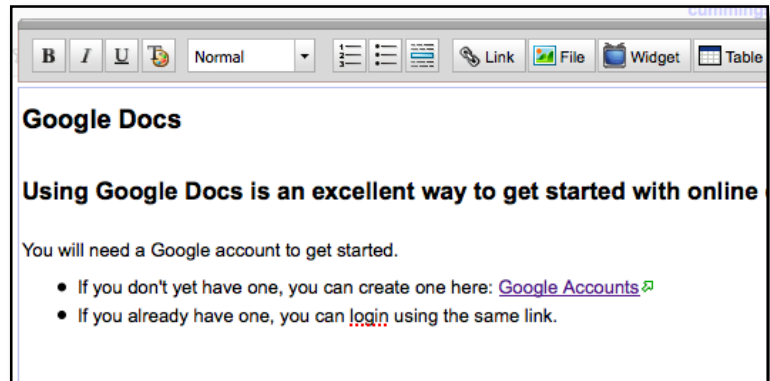


2. Fill in the requested information and click **Create**.

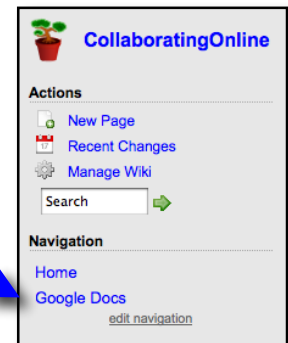
Note: The URL for your new page will automatically appear in the **New Page URL** field.

A screenshot of the 'Make a New Page' form. It has three input fields: 'Page Name', 'Add Tags', and 'New Page URL'. The 'New Page URL' field is pre-filled with 'http://educationalwikis.wikispaces.com/'. At the bottom right are 'Create' and 'Cancel' buttons.A screenshot of the 'Make a New Page' form with the fields filled in. 'Page Name' is 'Google Docs', 'Add Tags' is 'collaborating google documents presentations spreadsheets charts', and 'New Page URL' is 'http://collaboratingonline.wikispaces.com/Google%20Docs'. 'Create' and 'Cancel' buttons are at the bottom right.

3. Your new page will open in edit mode. Add some content to your new page and click **Save**.

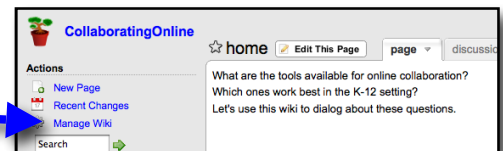


4. Your new page will now appear in the navigation sidebar.

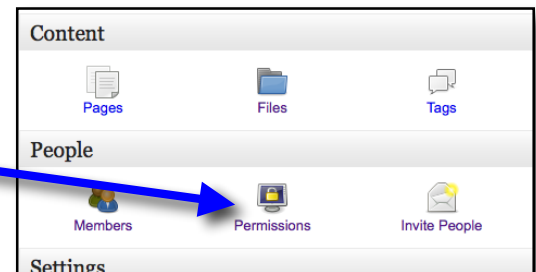


Manage Wiki Permissions

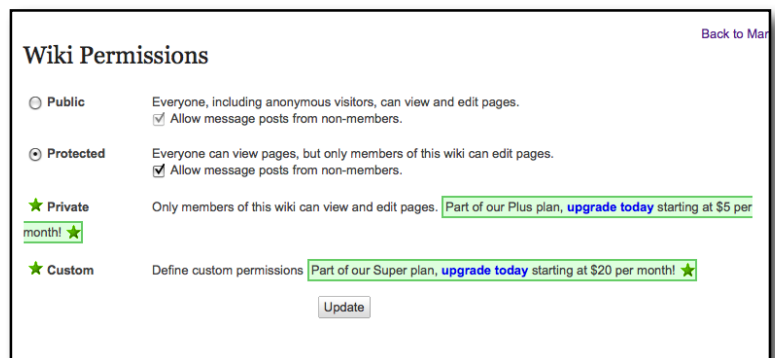
1. Click on **Manage Wiki**.



2. Click on **Permissions**.



3. Select the preferred permission for your wiki. **Note:** Some choices are only available to paying customers.



4. Click **Update**.